

# PREPARING A LINE LIST DURING AN OUTBREAK

It is important that when your facility starts to have an increase in illness that staff prepare a line list. This will keep you organized and have a reference to what is happening with your residents. This is a benefit for YOU.

McHenry County Department of Health  
Confidential: Acute Gastroenteritis (A.G.E.) Outbreak  
RESIDENT Line List

NAME (Last Name Only)	ROOM #	AGE	GENDER	SYMPTOM ONSET DATE	SYMPTOMS** (when meeting case definition)*	SYMPTOM COMPLETION DATE	LAB SPECIMENS		HOSPITAL
							DATE COLLECTED	RESULTS	DATE ADMITTED



**BE ROUTINE:** Have guidelines that are consistent as to when you will do a line list, which staff is responsible, and the next steps to take.

**BE SPECIFIC:** It is very important to fill out all the areas of the list. Each category is there for an important reason and the data is used for many departments and statistics. It is also a great tool for the facility to see patterns and areas to improve on.

**BE PREPARED:** Have a copy of the line list on hand so that all your staff have access to use when needed. If you start a list and no outbreak occurs you can disregard. That is easier than trying to go back and remember dates and details.

## Time Saving Tips-

- Start your list on one sheet and add to THAT SAME SHEET every day. There is no need to use multiple sheets and waste time re-adding ill people. When the residents illness resolves just fill that in under the column *symptom completion date*. Leave them on the sheet and continue on.
- Get stool samples from residents and mark the sheet with time, date, results, etc... This will be a quick reference for you to refer back to.
- Review your guidelines on a yearly basis and know the definition of an outbreak.
- Keep supplies on hand i.e. stool kits, PPE supplies, and appropriate disinfection for each type of illness.
- If you have a resident that is symptom free for over 48 hours, AND then have a relapse of illness you can add them on the list again as a new case so that the symptom free time can be reflected. (It is easier to do that, than make confusing marks on the list at the initial onset.)
- It is very important to be consistent with faxing your line list EVERY DAY to the health department. This data is entered and immediately used for nursing, epidemiology, and environmental staff to assist you with ending your outbreak.